

Town of Lunenburg

Capital Planning Committee:
 Jamie Toale, Chairman
 Dennis Mannone, Jr., Vice-Chairman
 John Henshaw, Clerk
 Joanna Bilotta-Simeone, Member
 Heather Sroka, Member



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Minutes November 18, 2014

Meeting Posted: Yes
 Location: Bilotta Meeting Room, 2nd floor, Town Hall, 17 Main Street, Lunenburg, MA
 Present: Joanna Bilotta-Simeone (late), John Henshaw, Dennis Mannone, Jr., Kerry Speidel, Heather Sroka (left before meeting ended), Jamie Toale.
 Absent: None

1. Meeting called to order by Jamie Toale at 4:32 pm.
2. No public comment.
3. The committee approved the minutes of the Tuesday, November 04 CPC meeting, 5-0.
4. As input for the FY2016 Capital Improvement Plan, the CPC reviewed capital project requests of the Public Schools and Police Departments. *(For details on the requests and for projected annual capital requirements from FY2017 through FY2020 refer to the Capital Planning Binder.).*

Public Schools Capital Project Requests FY2016, An Overview Presented by John Londa and Loxi Calmes			
Description of Request	Prior.	Total Cost FY2016	Notes, Comments
THMS Asbestos abatement, replacement/Ceiling & Floor tiles.	1	\$34,500 + \$138,000 (see note to right)= \$172,500.	◇ \$138,000 unspent from FY 2014 as final bid exceeded approved amount for this phase. ◇ Phase 1 of a multi-phase project to prepare THMS to become elementary school. ◇ Total project cost FY2015- FY2020: \$882,500.
Replace aging THMS phone system.	2	\$22,000	◇ As replacement parts are unavailable, it's impossible to service the current system. ◇ We can use existing wiring with the new system.
Replace the red shed at THMS with another shed for storing grounds maintenance equipment.	3	\$32,000	◇ Existing shed will be torn down for new school. ◇ Plan is to pare costs by using Monty Tech students to construct new shed.
Renovate space in THMS for school district HQ staff.	4	\$38,656	◇ After phase-1 asbestos abatement at THMS is completed, HQ staff will move into that block of classrooms in THMS for the duration of the Middle/High School construction. ◇ Renovation includes HVAC upgrade, beef up electrical system, add cable drops, replace carpet squares, and add partitions. ◇ Portable classrooms are in poor shape and aren't ADA accessible, so are not a good alternative.

Replacement Technology for school system.	5	\$30,000	<ul style="list-style-type: none"> ◊ Refer to technology capital request folder for details. ◊ Note that \$30,000 is \$2,000 less than the school documents; It reflects the latest estimated cost from the Technology Dept.
Replace, upgrade THMS paging system.	6	\$22,000	This upgrade would improve THMS security when it is tied to the video surveillance system listed as part of the School System capital requests in FY 2020. (See CIP All Requests FY16-20. Updated 11.18.14 by Town Manager
TOTAL:		\$179,156	Total does not include the \$138,000, funded in FY2015 but held in abeyance when bids exceed initial estimates.

Police Department Capital Project Requests FY2016, An Overview Presented by Chief Jim Marino			
Description of Request	Priority	Total Cost FY2016	Notes/Comments
Two Utility Pursuit Patrol Vehicles	1	\$96,000	<ul style="list-style-type: none"> ◊ Would replace two aging, high mileage patrol vehicles. ◊ The useful life of each is three years. ◊ The Police Dept. will use the replaced vehicles as spare vehicles for three years.
Speed Sign w/traffic data collecting.	2	\$12,500	<ul style="list-style-type: none"> ◊ Would replace a 1999 Speed monitoring trailer which requires a lot of maintenance. ◊ The requested unit collects traffic speed and data which would be useful in traffic studies and perhaps to get State approval for speed limit signs in more places in Town.
ATV	3	\$16,000	◊ Would enable police to patrol, respond to complaints, and provide assistance in areas inaccessible with conventional patrol vehicles.
29 Personal digital A/V body worn recording cameras.	4	\$28,000	<ul style="list-style-type: none"> ◊ These cameras would reduce liability by police because they would document police actions. ◊ With the dashboard mount the cameras could monitor suspects in the rear seats of cruisers.
Six digital P-25 compliant hand held portable radios	5	\$10,200	<ul style="list-style-type: none"> ◊ Would replace dated, worn, inoperative portable radios. ◊ To improve communications between officers and officer(s) to station.
TOTAL:		\$162,700	

5. Sewer Commission Computer Request as part of the Technology Capital Requests.
 - a. Background: Technology capital projects include a \$900 computer requested by the Sewer Commission. However, the commission has stated their intent to pay for all their capital requirements from the Sewer Enterprise Fund. Discussion centered on whether the Town's technology capital equipment request may include a request for a computer for the Sewer Commission. If so, should the Town pay for the computer for the Sewer Commission?
 - b. Resolution: After discussion, John moved that "The Sewer Commission could include any of their requests for technology equipment purchases in the Technology capital request plan. However, the Sewer Commission will reimburse the Town for the cost of these purchases upon delivery to the commission." Dennis seconded the motion. The Capital Planning Committee voted 4-0 in favor of this motion. Note: Heather S. had left the meeting by this time.
 - c. Jamie will write a letter to the Sewer Commission informing them of the decision taken by the CPC.
6. Discussion of Building re-use issues in advance of the December 2 meeting.
 - a. Jamie summarized the issues that will come before this committee at the next meeting regarding Town Hall. These issues include painting Town Hall (at least the front of the building), and commissioning a study to determine the options, costs, and practicalities of renovation/re-use of Town Hall.
7. The agenda for the December 2 meeting was approved and John will send the approved agenda to the Town Clerk to post.
8. Adjournment: John moved to adjourn the meeting; Dennis seconded his motion, and the committee voted 4-0 to adjourn at 6:46 pm.

Minutes Respectfully Submitted on November 23, 2014 by John Henshaw

c. Marjorie Boggio
John Londa
Loxi Calmes
James Marino